

OFFICE + SECURITY

POSTAL SERVICE PROJECT  
MAIL IMPROVEMENT PROGRAM  
QUESTIONNAIRE

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

a. Letter-size mail:

(1) Ordinary envelopes	<u>2,000</u>
(2) Window envelopes	<u>0</u>
Total	<u>2,000</u>

b. Flats (over 5-3/4" x 11-1/2"):

(1) Up to 8-1/2" x 11-1/2"	<u>500</u>
(2) 9" x 12"	<u>50</u>
(3) Over 9" x 12"	<u>450</u>
Total	<u>1,000</u>

c. Self-mailers:

(1) Post cards	<u>          </u>
(2) ADP cards	<u>          </u>
(3) Fold over reply cards	<u>          </u>
(4) Booklets	<u>          </u>
(5) Other	<u>          </u>
Total	<u>0</u>

GRAND TOTAL

3,000

2. Are insert sizes (as a rule) compatible with envelope sizes?  
Yes N/A No \_\_\_\_\_
3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes N/A No \_\_\_\_\_  
*IN VIEW OF "4" INTERPRET THIS TO BE "YES, BUT NEVER POSSIBLE"*
4. What types of material are normally mailed in flats? Brochures  
4 Bulky Reports
5. Are any envelopes sealed with strings, clasps or staples? Yes \_\_\_\_\_  
No X If yes, describe types of material and reason for using fasteners employed. \_\_\_\_\_
6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes See below No \_\_\_\_\_  
Note: Most flats are a brown "Kraft" color. Is this color used for mailings?  
Yes X No \_\_\_\_\_ Envelopes are solid color but KRAFT color
7. Addresses are (check one):
- |                 |       |                |
|-----------------|-------|----------------|
| Typed           | _____ | } all are used |
| Hand Stamped    | _____ |                |
| Addressographed | _____ |                |
| Handwritten     | _____ |                |
8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes X  
No \_\_\_\_\_ If no, please describe variances. \_\_\_\_\_
9. If window envelopes are used, do they have a transparent covering over the window? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, describe type of envelopes employed. NO Window envelopes.
10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes X  
No \_\_\_\_\_ If no, describe differences and reasons therefore. \_\_\_\_\_

11. Cost of mailing is covered by (check one):

a. Postage stamps

X

b. Metered mail machine

\_\_\_\_\_

c. Penalty indicia

\_\_\_\_\_

ADMINISTRATIVE - INTERNAL USE ONLY

19 DEC 1969

STATINTL

MEMORANDUM FOR: [REDACTED]

SUBJECT : Postal Service Project; Mail Improvement Program

1. All Government agencies are required to participate in the subject program for the following reasons:

a. To reduce costs of postal operations.

b. To take maximum advantage of the efficiencies that can be realized by high-speed automated handling of mail.

c. To afford better protection for mail processed by automated methods and to expedite mail deliveries. STATINTL

STATINTL

2. As discussed with you in a recent telephone conversation with [REDACTED] of this Staff, it is desirable to make an informal survey to determine if the Agency is, in general, preparing and processing mail in accordance with standard practice developed by the Postal Service.

3. Attached is a general information guideline (Attachment 1) which sets forth some of the more important rules relative to improving the preparation and handling of mail. This guideline will provide material assistance in conducting a survey.

STATINTL

4. It is requested that the questionnaire (Attachment 2) be filled out and returned to [REDACTED] Planning Staff, Office of Logistics, room 1236 Ames Center Building, prior to 9 January 1970. In the event of questions, or if any problems arise, [REDACTED] can be reached on extension [REDACTED]. STATINTL


STATINTL

[REDACTED]  
Acting Chief, Planning Staff, OL

2 Atts

OL 9 8126

ADMINISTRATIVE - INTERNAL USE ONLY

TRANSMITTAL SLIP		DATE
TO: Office of Security		
ROOM NO. 6E73	BUILDING Headquarters	
REMARKS: Attn: <input type="text"/>		
<p><i>"CIBARIS"</i> <i>SPARE STUNY</i></p> <p></p>		
FROM: OL/Planning Staff		
ROOM NO. 1236	BUILDING Ames	EXTENSION <input type="text"/>

FORM NO. 241

REPLACES FORM 36-8